

CSC Adopted: October 2001 , CSC Revised: _____**Class Title: Library Assistant I****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Receives, catalogues, shelves, and maintains the library's collection of government documents.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Receives and processes shipments by balancing shipping lists against item number cards, logging documents into system, and labeling and stamping documents.
2	L	Catalogues documents by updating the system, placing a security strip on each item, verifying item with catalog system, and shelving them.
3	L	Maintains shelves by discarding old documents not taken by other libraries, and updating the computer system.
4	L	Provides customer service by directing patrons to special collections areas and referring patrons to librarians for detailed research.

CSC Adopted: October 2001 , CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Six-months of experience in library or related customer service work.
Certifications and Other Requirements	N/A
Reading	Work requires the ability to read general correspondence, shipping lists, catalogued records, and various letter/number recording systems such as the Dewey Decimal and SuDoc.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write general correspondence, shipping lists, and reports.
Managerial	N/A
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.
Complexity	Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.
Interpersonal / Human Relations Skills	Contacts others within the organization.

CSC Adopted: October 2001 , CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
--	--	--	--	----------------------------

This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Reviewing and shelving books
Sitting	F	Checking in and reviewing books, note cards and documents
Walking	O	Up and down book isles
Lifting	O	Boxes, documents, books
Carrying	O	Boxes, documents, books
Pushing/Pulling	F	Book / document cart
Reaching	O	Shelving documents
Handling	O	Documents, files
Fine Dexterity	O	Typing, writing, filing
Kneeling	O	Shelving, filing
Crouching	O	Shelving, filing
Crawling	N	Shelving, filing
Bending	F	Shelving, filing
Twisting	F	Shelving, filing
Climbing	O	Stairs, step stool
Balancing	O	Stairs, step stool
Vision	C	Computer monitor, reading, shelving, filing
Hearing	C	Communicating with personnel and general public, on telephone
Talking	F	Communicating with personnel and general public, on telephone
Foot Controls	N	
Other (specify)	N	

CSC Adopted: **October 2001** , CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Typewriter, copy machine, fax machine, general office supplies, computer, standard Microsoft Windows and Office software, Internet

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
-----------	-------------------------------	--------------------------------	----------------	-----------

HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	D	Dirt and Dust	D	Office Environment	X
Chemical Hazards	N	Extreme Temperatures	S	Warehouse	--
Electrical Hazards	N	Noise and Vibration	S	Shop	--
Fire Hazards	N	Fumes and Odors	S	Vehicle	--
Explosives	N	Wetness/Humidity	S	Outdoors	--
Communicable Diseases	N	Darkness or Poor Lighting	S	Other (see 2 below)	X
Physical Danger or Abuse	N				
Other (see 1 below)	N				

(1)

(2) Public Library

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
--	--	--	--	----------------------------

NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	N
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	O
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other (see 3 below)	N

(3)